



*City of Seal  
Beach  
211 8<sup>th</sup> St.  
Seal Beach, CA  
90740*



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**PART-TIME ENGINEERING INTERN  
OPEN RECRUITMENT  
SALARY - \$11.82 per hour  
FINAL FILING DATE: Open Until Filled**

*This is a part-time non-benefited position. Work schedule is up to 20 hours per week and is limited to 1,000 hours per year.*

**POSITION:** Under general supervision of engineering staff, the selected individual will assist the Engineering Division in its every-day operations and perform entry-level tasks involving Computer Aided Drafting (CAD), general engineering activities and a variety of general office tasks.

**ESSENTIAL DUTIES:** Duties include, but not limited to the following: assist with drafting plans for small capital projects; special studies, reports, and research; investigate complaints in public right-of-way and other City areas; assist field survey crews; answer telephone inquiries and questions from the public; prepare engineering drawings, exhibits, and estimates; take traffic counts; update sewer, water, and storm drain; perform field investigations, measurements and observations; maintain and organize information in storage; pick up and deliver plans and various reports; copy plans and reports; attend meetings and gather information as directed; conduct research regarding existing utilities; perform other related duties as assigned.

**EMPLOYMENT STANDARDS:** Self-motivated, willing to learn and work well in a team environment, good verbal and written communication skills, and a professional and courteous attitude. Must possess the ability to work independently. Organizational and time management skills are essential in order to bring a given task to completion. In addition, employee must have the ability to adapt to a variety of computer programs.

**REQUIREMENTS AND EXPERIENCE:** Currently enrolled in a Civil Engineering Bachelor's program or related field. Candidate must be available to work 20 hours per week. Must have ample knowledge of computer software such as AutoCAD, Microsoft Office applications; Geographical Information Systems is desirable. The ability to read and interpret engineering plans, maps and work effectively with the public is essential. Valid Class C California Driver's License, acceptable driving record, and evidence of insurance required.

**SELECTION PROCEDURE:** Applications shall be obtained from the Human Resources Department, Seal Beach City Hall, 211 Eighth Street, Seal Beach, CA 09740 or by calling (562) 431-2527 x1301. Applications may also be downloaded from our website at [www.sealbeachca.gov](http://www.sealbeachca.gov). Completed applications must be submitted by mail or in person. Faxes, emails or postmarks will not be accepted. Appointment is subject to any or all of the following: pre-employment medical, including substance abuse screening, fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.